

Policy 7.01 Plan – Region 5

Plan Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each year.

Implementation Plan				Progress Report
(1) Goals/Objectives	(2) Activities	(3) Expected Outcome	(4) Lead Staff and Target Date	(5) Status Update for the Fiscal Year Starting Last July 1
<i>Introduction letter</i>	<ul style="list-style-type: none"> Send an introduction letter, with brochures, to tribal Chairs within Region 5, with cc to Social Services Directors. 	<ul style="list-style-type: none"> Information about DDD services and supports will be available to tribal members. 	<ul style="list-style-type: none"> Region 5 Regional Administrator and 7.01 Coordinator. By July 1, 2009. 	<ul style="list-style-type: none"> New July 1, 2009
<i>Enhance and maintain communication between tribes and region.</i>	<ul style="list-style-type: none"> Send periodic e-mails to tribal representative may include such information as: updates of DDD services available; training announcements; and employment information. 	<ul style="list-style-type: none"> Increase information sharing between tribe and region. Share training and resource information. 	<ul style="list-style-type: none"> Region 5 Regional Administrator and/or 7.01 Coordinator. By July 1, 2009. 	<ul style="list-style-type: none"> New July 1, 2009.
<i>Attendance at regional LICWAC meetings</i>	<ul style="list-style-type: none"> Region 5 Field Services Office (FSO) will coordinate with Children's Administration (CA) to ensure that the relevant case resource managers (CRMs) or supervisors are invited to attend the meetings. 	<ul style="list-style-type: none"> DDD will be represented at LICWAC meetings as necessary. 	<ul style="list-style-type: none"> Region 5 Field Services Administrator. By July 30, 2009. 	<ul style="list-style-type: none"> New July 1, 2009.
<i>Establish and maintain a working relationship between region and Native American people:</i> <ul style="list-style-type: none"> Recruit employees with Native American heritage 	<ul style="list-style-type: none"> Send employment information to the tribes in Region 5. 	<ul style="list-style-type: none"> Maintain the number of employees with Native American heritage and increase when opportunity 	<ul style="list-style-type: none"> Human Resource employees in each administrative area in collaboration with Tribal job 	<ul style="list-style-type: none"> 28 Individual Providers self-identified as Native American contracted with Region 5

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<ul style="list-style-type: none"> Foster a work place climate of non-discrimination Celebrate Native American cultural heritage 	<ul style="list-style-type: none"> Review Admin Policy 7.04 with each employee yearly at performance review. Include information about the Centennial Accord and the relationship of DDD and the Tribes in the New Employee Orientation. Hold Native American celebrations during the year in administrative areas. As funding permits, beginning with supervisors and lead staff, give employees the opportunity to attend Tribal/State Relations Training and 7.01 Training when offered 	<p>arises.</p> <ul style="list-style-type: none"> Respect all cultures, heritages, and races in the workplace. Address concerns about discrimination immediately. Increase awareness of Native American heritage. 	<p>development programs will recruit employees with Native American heritage.</p> <ul style="list-style-type: none"> All supervisors will be aware of any discrimination. Diversity coordinator and/or diversity committees in each administrative area will work to foster respect for all cultures, heritage, and races. 	<ul style="list-style-type: none"> Non-discrimination poster displayed in all reception areas. All employees receive a copy of Admin Policy 7.04 and discuss it with their supervisors at the yearly performance review. All new employees attend new employee orientation and receive information about the Centennial Accord and the relationship of the Tribes to the State of Washington. Diversity Coordinator sent information to all administrative areas for dissemination to employees and posting on diversity bulletin boards about Native American Heritage Month with links to web sites as well as other information about Native American culture and heritage. Native American celebration held at FHMC with a lunch and a display of Suquamish artifacts.
<i>Continue to share pertinent information about DDD services to tribal members:</i>				

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<ul style="list-style-type: none"> Ensure that all Tribal social service agencies are aware of DDD supports and services: 	<ul style="list-style-type: none"> Send information about DDD services and supports to the Region 5 tribes and share information about DDD with the tribes in group or individual meetings. Support birth-three programs in working with tribal members. Send announcements about training opportunities to all tribes in Region 5. Host an information table at tribal health fairs. 	<ul style="list-style-type: none"> Information about DDD services and supports will be available to all tribal members. Tribal agencies and tribal members will receive information about DDD training opportunities. 	<ul style="list-style-type: none"> Regional Administrator, Field Services Administrator, Frances Haddon Morgan Center and Rainier School superintendents will work in coordination with the Region 5 IPSS Coordinator and Tribal Human Services Program directors and Tribal clinic nurses to inform Tribal agencies of DDD supports and services. Diversity Coordinator will assist to ensure that Tribal social service agencies are aware of DDD supports and services. 	<ul style="list-style-type: none"> Holly Ridge Center in Bremerton works with the Port Gamble S’Klallam and Suquamish tribal early childhood programs in serving children aged birth-to-three with developmental delays. Information about monthly provider training and other presentations sent to Region 5 Tribes. The Diversity Coordinator attends Tribal Health Fairs. * The Regional Administrator meets jointly with the tribes and the IPSS coordinator.